

## **City of the Village of Douglas De Minimis Benefits Policy**

### **Purpose:**

To set forth the official policy of the City of the Village of Douglas (“the City”) regarding the processes related to providing occasional minor benefits to employees.

### **1. Policy statement**

1.1. The City recognizes the importance of offering de minimis benefits to employees to create a positive, rewarding work environment, and retain employees. All employees shall be eligible to receive de minimis benefits from the City.

### **2. Value and frequency**

2.1. De minimis benefits provided to employees shall not have a value exceeding \$200 annually and be provided infrequently.

### **3. Types of de minimis benefits**

Examples include but are not limited to:

- 3.1. Retirement gifts
- 3.2. Employee recognition gifts
- 3.3. Occasional meals and snacks
- 3.4. Occasional team building activities

### **4. Approval**

4.1. All de minimis benefits should be supported with receipts and included in the standard accounts payable process with approval by City Council.